State of Louisiana
Office of State Uniform Payroll

TRAINEE NAME: _____

ACCESS TYPE: HQ _____   Timekeeper _____   Restricted Timekeeper _____

**DATE AND TIME
OF TRAINING:**   _____ _____

LOCATION: _____

You have been scheduled for UPS On-line Time Entry training on the date indicated above. All employees attending training MUST have completed the following requirements prior to training:

TRAINING PREREQUISITES:

EMPLOYEES TO BE TRAINED **MUST**

1. Know how to prepare time and attendance documentation for their timekeeping unit in accordance with existing reporting methods (on-line entry or UPR-9/UPR-21 form submission).

2. Be familiar with the organizational levels of your agency and the UPS ID level that you will be able to access. Pertinent numbers that you must know are shown below:

    Your Agency Control number: _____

    PRN (Payroll reporting number) _____ - _____ - _____

    SECT (Section): _____   UNIT: _____

3. Be familiar with the workstation to be used for entry of time data. If a P.C. is used, be aware of all key equivalents (see emulation package key template).

4. Be able to establish a DOA (Division of Administration) mainframe session.

5. Be familiar with new on-line pay codes and other terms outlined on the attached CODE LISTING.

YOU WILL BE REQUIRED TO PRESENT THIS __APPROVED__ FORM TO THE OSUP TRAINER WHEN YOU ATTEND TRAINING.

THE EMPLOYEE IDENTIFIED ABOVE HAS SATISFIED ALL TRAINING PREREQUISITES.

_____   _____
SIGNATURE OF UNIT MANAGER   DATE

Notify _____ at _____ immediately if you cannot attend training on the date specified. It is also your responsibility to notify this same individual if for any reason, prior to this date, circumstances require you to reschedule this training.

EMPLOYEE CLASSIFICATION INDICATOR
B Board or Commission Member
C Classified
I Instructor
M Client/Resident
N Non-State Employee
O Other
P Political Appointment
R Restricted Appointment
S Student
T Teacher
U Unclassified

SPECIAL CALCULATION INDICATOR
1 Straight Time Salaried Employee
2 Hold leave upon termination

TIME ENTRY PAY CODES
S Straight Time Hours Worked
T Overtime at regular hourly Rate
V Overtime at 1.5 Rate
P Apply Premium Rate Appearing
   in Master Record
KT K Earned (employee credited 1.0 hour
      for each hour reported)
KV K Earned (employee credited 1.5 hours
      for each hour reported)

LEAVE CODES
LA Leave Annual Taken
LB Leave Sick Taken
LD Leave, Worker's Comp
LP Leave, Maternity (preg.)
LK Leave, FLSA Compensatory Taken
LL Leave, S.T. Compensatory Taken
LW Leave, Without Pay
LC Leave, Civil
LE Leave, Educational

LF Leave, Funeral
LH Leave, Holiday
LI Leave, Suspended With Pay
LJ Leave, Jury
LM Leave, Military
LS Leave, Special (Em)
LT Leave, Sabbatical
LV Leave, Assault

DO Day Off (Optional. May be used to distinguish between day off and holidays for overtime compensation.)

FLSA INDICATOR
E Exempt from Overtime
N Non-exempt from Overtime;
   240 Maximum Hours
S Non-exempt from Overtime;
   480 Maximum Hours

PREMIUM INDICATOR
P Premium Rate on Master
If blank, no Premium Rate on File

SALARY/HOURLY INDICATOR
S Salaried Employee
H Hourly Employee

COSTING TERMINOLOGY (if variable Timekeeper)
Organization
Reporting Category
Object Detail
Home Costs
   Cost Distribution

Variable Timekeepers should be familiar with the following situations:

- Straight Time with Special Duty Rate/Code

- Overtime at regular hourly or 1.5 Rate with Special Duty Rate/Code